

Manteno Public Library

Board Meeting

January 17, 2023

President G. Dodge called the meeting to order at 6:04 p.m.

Present: B. Collier, G. Dodge, C. Baldwin, J. Lockwood, N. Shear, P. Tovo.

Absent: S. Turner, N. Wheeler.

Approval of the Minutes B. Collier moved and N. Shear seconded to approve the public hearing minutes of the November 2022 Library Board Meeting. B. Collier moved and P. Tovo seconded to approve the November 2022 minutes Library Board Meeting.

Approval of the Financial Report: P. Tovo moved and G. Dodge seconded to approve the November financial report as presented. B. Collier moved and N. Shear seconded to approve the December financial report as presented.

Introductions of visitors and public comments: There were no visitors or comments.

Agenda Changes: There were no agenda changes.

Director's Report:

The library participated in the Chamber Holiday Business Walk- the library had 668 people attend the event.

Consolidated Election: The ballot information was submitted to both Will and Kankakee County Clerk's Office on December 28, 2022.

Bourbonnais Industrial Park Conservative Area TIF: The library received a check in the amount of \$200.26.

Annual Library Audit: We received a notice from Zabel & Associates that they will no longer be providing audit services to their government auditing clients and request that we engage another CPA to provide audit services. An RFP was drafted and sent to three firms.

Technology: The server was returned to the loft; it is running but running very loudly. True Tech came out to the building several times to work on the server. We have two options for the server: replace the server or replace the motherboard. We will be replacing the server.

Two hard drives were replaced on staff computers.

Copy Machine: The lease on the current copy machine expires July 2023.

Meetings and Workshops: Delegates January 25th

Finance: Money market interest: (November: \$1.42), (December \$1.46)

E-commence: (November: \$191.03)

Building: Closet: During November and December the new storage closet was organized.

Areas of the library that need to be maintained in the upcoming budget: Parking lot striping, update library hours signage on entry doors, new entry-way rug with logo and outdoor sign with new logo.

Library Projects/Activities: Per Capita, Annual Certification (Completed 1/10/23), and Illinet Interlibrary Loan & Reciprocal Statistical Survey (Completed 12/16/22).

Friends of the Library: The Nothing Bundt Cake fundraiser raised approximately \$300. January 2023 starts the annual membership drive. The Friends will host a community trivia night on January 20th. Future events: Eco Clean, Movies in the Park, Bunco & Book Sale. Their next meeting will be February 7, 2023.

Monthly Statistical Report for November: Circulation (8992), New Cards (41), Computer Usage (248), People Counter (2784), Web Usage (1268), HotSpot Usage (11), OverDrive Checkouts Audio (158), OverDrive checkouts e-books (270), Axis 360 Audio (22), Axis 360 e-books (39), Capira App Request Item (254), Capira App Search Catalog (707).

Youth Services Department Update: J. Regan visited URU Preschool in December to read books about Christmas. Reader Zone will continue to be used for our reading challenges and summer reading. The Family Reading Night was a success- the program had 62 adults and 96 kids attend. The Gingerbread House Program was a hit! Regular winter programs- Storytime, Reading Buddies, Lego Club, Creation Station, TAG.

Adult Programs: Upcoming adult programs: Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring, Golden Gamers and Pen to Paper Writer's Club.

Unfinished Business:

Long Range Plan- a list of names was started to form a committee.
Staff Development Day will be held on March 9th.

New Business:

Review Patron Database- databases and service subscriptions were reviewed to discuss what is used and not used.

Hoopla- Director Lockwood proposed a new patron Database called Hoopla. B. Collier moved and C. Baldwin seconded to purchase Hoopla Database as presented.

B. Collier moved and P. Tovo seconded to renew Axis 360 as proposed.

Library Board members will need to fill out the Statement of Economic Interest when it comes out in March.

G. Dodge moved and N. Shear seconded to approve the renewal contract of True Tech Systems contract as presented.

The Technology Plan was reviewed.

G. Dodge moved and B. Collier seconded to approve disposal of the equipment as presented.

Anticipated Items: Committees on Local Government Efficiency.

Correspondence: Letter from Brian Zabel & Associates regarding auditing. A letter was received from the IRS as there was a clerical error on their end. A letter was received regarding Committees on Local Government Efficiency.

President G. Dodge adjourned the meeting at 6:50 pm.

Respectfully Submitted,

Cara Baldwin

Secretary